

CANYONS SCHOOL DISTRICT
LIBRARY MEDIA – DISCARDED BOOKS

School: _____ Date: _____

Principal's Signature: _____

Licensed Media Specialist's Signature: _____

Contact Person at School: _____

Location where books are stored: Room # _____

Total Number of Boxes: _____ Total Number of Items: _____

The library media specialist will be responsible for “weeding” the library media collection based on the condition of the materials – worn out, damaged, outdated, does not meet curriculum needs, etc. The process will include removing the item from the circulation inventory. Books must be packed in sturdy boxes and labeled with the school name, appropriate grades of the materials (K-6, 7-9, or 10-12), and the total number of books in each box.

Note: Surplus **media equipment** must be submitted on Fixed Asset Form #5107243, available from Central Warehouse.



OPERATIONAL GUIDELINES FOR DISCARDING
LIBRARY MEDIA BOOKS AND MATERIALS

In order to maintain a current base of resources in a library media center, it is necessary to “weed” a library media collection when materials become worn out, out-dated, or fail to meet curriculum needs. The following guidelines should be followed to appropriately discard library media books and materials:

- The licensed, library media specialists are responsible for “weeding” the library media collection based on the condition of the materials -- worn out, damaged, out-dated, or fail to meet curriculum needs. The process includes removing the items from the circulation inventory.
- The discarded materials will be offered to teachers in the school for classroom and school use only.
- Materials not wanted by the teachers in the school will be boxed and labeled with the school name, appropriate grades of the materials (K-6, 7-9, or 10-12), and the total number of books in each box.
- The school media specialist will submit to Stacey Banks in Purchasing the **Library Media – Discarded Books** form, including information on the available discarded books and materials, including the school name, appropriate grades of the materials (K-6, 7-9, or 10-12), and the total number of items being discarded
- The Purchasing Department will dispose of the media books and materials in an appropriate manner.

REVISED: 11/09